



## WHAT'S NEW FROM THE BUREAU OF CHILD CARE

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### BUILDING BETTER CARE

Issue One

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#### A. WORDS FROM THE BUREAU OF CHILD CARE ADMINISTRATOR

It's back to school time - a time of transitions for parents, children, child care providers and teachers. The link between child care and school was made even more clear to me a couple of weeks ago. My own daughter entered full day Kindergarten on August 14. And, coincidentally, the day before her first day of school, I met a woman who had just moved into my neighborhood. She has two young daughters who were starting the same school as my daughter. She barely got my name before she asked if I was interested in watching her children in the morning before the bus came to pick them up. She is a single, working mother who must be at work by 7am. The bus doesn't come until 8:23 am and she doesn't make enough as in her job as an LPN to afford the before school program.

She went on to tell me that the child care voucher program paid for her child care while she was in school to get her LPN. Her new income is too high to continue to receive vouchers. She did all of the right things and still has major child care dilemmas - most evident by her desperation in asking a total stranger to take care of her kids. We still have a long way to go in providing parents in this state with affordable, quality child care options.

The Bureau of Child Care is making a concerted effort to develop and strengthen initiatives that result in more access to quality child care. Most significantly, we are committed to implementing child care strategies that result in safe, healthy, and ready to learn children. The research is clear - exposing young children to stimulating environments and nurturing caregivers results in increased potential for school success.

We are calling on our partners to help us. Specifically, you can expect to see enhancements and realignments with current partners, and extension and development of new partners. Look for partnership initiatives with The Indiana Association of Child Care Resource and Referral, the Indiana Association of the Education for Young Children, the IN Department of Education, Success By Six, state colleges and universities, child care provider groups, Head Start, and local and state foundations.

## B. WHAT'S NEW IN CHILD CARE TRANSPORTATION?



Effective July 1, 2001, Indiana Code *12-17.2-2-1(d)* requires that day care centers must transport children in a "**special purpose bus**", or a school bus. However, they may also transport children using a public transportation system if the bus is designed to carry at least 30 passengers.

"Special Purpose Bus"(defined):

Indiana Code *20-9.1-1-4.5* defines a "special purpose bus" as any motor vehicle designed and constructed:

1. For the accommodation of more than ten passengers;
2. That meets the federal school bus safety requirements under *49 U.S.C.30125* except:
  - a. The stop signal arm is prohibited
  - b. Flashing red and amber lamps are prohibited.

Indiana Code *12-17.2-2-1(d)* requires that day care centers must transport children in a "**special purpose bus**", or a school bus - Remove the flashing lights, Remove the stop arm, Paint the bus any color but national standard school bus chrome yellow.

### **Day Care Centers (responsibilities):**

If a day care center owns, or uses, a vehicle that meets the definition of a "**Special Purpose Bus**", or a school bus, on or before July 1, 2001; it is their responsibility to have that vehicle inspected **prior** to transporting children. In addition, anytime a day care center purchases a new "**Special Purpose Bus**" for the purpose of transporting children, they must notify the division and present the bus for inspection prior to using it.

If a day care center owns or operates a vehicle prior to July 1, 2001, which does not meet the definition of a "**Special Purpose Bus**", they may continue to use that vehicle until **June 30, 2006**.

### **Inspection Criteria:**

There are six main items of inspection for a "Special Purpose Bus":

Brake Components

Steering Components

Suspension Components

Exhaust Systems

Tires

Lights (headlights, taillights, turn signals, brake lamps, and marker lights)

The general condition of the bus is also checked. Upon satisfactorily meeting all inspection criteria, a certificate is issued to the bus.

## C. WE ARE IMPROVING COMMUNICATION!



Have you recently visited our **Child Care Finder website** at [www.childcarefinder.in.gov](http://www.childcarefinder.in.gov)? If so, you may have noticed an increase in information posted to the home page. This is just a part of our effort to improve communication with child care providers, parents, contractors and the public at large. We want to make sure that timely, relevant, and accurate information is being posted.

You may also have noticed the *Locate Child Care* pages have added an area for provider responses to noncompliance items on inspection reports and now contain information on facility accreditation. Major improvements have also been made to the *Become a Care Provider* page and the *Laws, Rules & Policies* page -- check them out!

We're not stopping there! Efforts are also underway to improve information on the **FSSA Bureau of Child Care website** at <http://www.in.gov/fssa/family/children/bcc/index.html>. We are very excited about our endeavors to "refresh" our websites and hope you will share your suggestions with us.

Finally, FSSA and other state agencies are participating in a new email alerts system. A new email list serve has been created by FSSA from email addresses contained in the licensed and registered child care provider database. The purpose of this new tool is to increase communication and expedite the dissemination of information to child care providers. We currently have email addresses for approximately one-fourth of the providers and will continue to collect and maintain this information. Look for this to become an increasingly important communication tool. Please be sure to keep your licensing consultant or registered child care ministry consultant updated if you have a change to your email address.

### Other helpful child care websites:

The Early Childhood Center at Indiana University recently announced they have received funding to include a Family Information and Resources Directory on the **Early Childhood Meeting Place website**: <http://earlychildhoodmeetingplace.indiana.edu>. This new area will include pertinent and timely information on local community resources and financial assistance, child care and early education options, health care, and parenting resources. We encourage all child care providers to share this wonderful source of information with their parents.

Finally, providers who want to start a new or improve upon a child care business can find information and a tool kit of resources at <http://nccic.org/poptopics/index.html#microenterprise>.

**D. A "STYLISH" APPROACH TO HEAD LICE**

The following is included as a possible alternative method for dealing with lice when other treatments have failed.

Head lice continue to be a frustrating problem, and getting rid of them has become even more difficult in the last few years because many lice have developed resistance to the medications that are commonly applied to children's hair. Many parents have searched for alternative approaches that would be both effective and safe for children. Instead of poisoning lice with medications, some have suggested simply smothering them, applying petroleum jelly (Vaseline and other brands) to the child's hair, covering the hair with a shower cap overnight, and removing the Vaseline the next day. Of course the problem with this approach is removing the Vaseline! Other products, such as mayonnaise, may also work, Dr. D.M. Elston of Brooke Army Medical Center, Fort Sam Houston, Texas, recommends putting Dippity Do styling gel on the child's hair and covering it overnight with a shower cap; he says it works well, and because it is water soluble, it rinses out easily.

**E. IS THAT A BEE OR A YELLOW JACKET ON YOUR PLAYGROUND?**

In the late summer, we may see yellow and black insects hovering around a garden or an outdoor activity. The yellow and black insects are not bees at all - they are wasps. Yellow jackets do not pollinate flowers, like honey bees, but they eat caterpillars and beetle larvae, which can be a problem to people, and the plants we grow.

Adult reactions to these flying insects can greatly affect the fear and stress of children. A panicked adult can create a panicked child. Calmly avoid these insects if you encounter them on the playground. Inspect your playground regularly for nests. Cover all trash with a tight-fitting lid and keep the trash away from the eating areas. When having a picnic, wait until just before eating to put the food and beverages out. Cover up food items so the wasps cannot get to the food. Avoid wearing sweet smelling perfume. Don't swat at wasps because quick movements make them more aggressive. Killing one gives off a chemical which call more wasps and they show up ready for a fight!!!

Last of all, know the signs of an allergic reaction and the children in your center who have allergic reactions to insect stings. Have a plan of action if a sting does occur. To ensure that health and safety of all children in a child care setting, staff must have received first aid training to respond to common injuries and life threatening emergencies.



## F. VOUCHER CHILDREN ARE RETURNING TO SCHOOL TOO

The school year is upon us and BCC would like to remind providers that you may have school age children whose vouchers need to be changed to reflect school age rates for the school year. If these vouchers are not changed it could result in the provider not getting paid their full rate for before and after school care.

For summer care most school age children have **School Age Other** vouchers. Full time care for this type of voucher is defined as 25 hours or more per week. During the school year most (with some exceptions) school age children should have **School Age** vouchers. On this type of voucher full time care for school age children is defined as 15 hours or more per week.

If the voucher is not changed from **School Age Other** to **School Age** most voucher payments will be cut in half because during the school year most school age children attend their child care provider less than 25 hours a week. If you have any vouchers that need to be changed to reflect the **School Age** rate for before and after school care, have the parent contact their local Intake Office to have these corrected.

## G. NATIONAL CRIMINAL HISTORY CHECKS/FINGERPRINTS



According to state law for both licensed child care centers and licensed child care homes, National Criminal History Checks (NCHC) are required each time a person or facility applies for a license. The NCHC's are only required for the person who signs the application (centers) and all persons listed on the license homes, not all household members, or center staff.

Once processed, your actual fingerprint card will be returned to you with your license. The fingerprint card can be used again with your next reapplication. However, you must still send in the form letter provided to you with the address for mailing the card and a \$39 money order to the Indiana State Police. While your fingerprints do not change, the State Police do not keep fingerprints on file. They run your card through the FBI's data base. The results are then sent to the Bureau of Child Care and the licensing consultants are notified of the results.

The length of time varies for the State Police to process fingerprints so it is advised that you send your NCHC request as soon as you receive your re-licensing packet. Fingerprints must be rejected twice before a name search can be conducted. This is the policy of the FBI.

The State Police recommend that prior to taking your fingerprints, you should try to avoid contact with bleach and moisturize your hands with lotion. Due to the amount of

bleach that child care providers subject their hands to, it is often difficult to get a good print.

## H. LICENSED CHILD CARE HOMES; COMMON MYTHS

We've all heard them, and sometimes we even pass them on as "truth." Below are some common myths and facts about licensing.

**MYTH:** When you hire a helper for your child care home, they can start as soon as you have documentation of TB test and a medical statement.

**FACT:** The following list shows deadlines for documentation requirements for care giving staff:

- Before employment begins <> drug test results must be obtained.
- Within 1 week of employment <> Fire prevention and safety training must be accomplished.
- Within 30 days of employment<>
  - Child care home rules checklist
  - Confidentiality about children and their families
  - Preventing, detecting and reporting child abuse and neglect
  - Universal Precautions
  - Medical statement and TB test
- Within 90 days of employment
  - First aid course
  - Pediatric CPR (at least one caregiver present at all times must have this)
- Deadline not specified (your consultant can get for you with completed consent form)
  - Child abuse registry check
  - Violent and sex offender registry check
  - Statewide limited criminal check

**MYTH:** Anyone applying for a child care home license must have a CDA credential.

**FACT:** Only those applicants that did not already hold a valid license on or before June 30, 2001 need to have (or agree to obtain within three years) a minimum of the Child Development Associate (CDA) credential or its equivalent.

**MYTH:** Persons without a high school diploma or GED can be granted a child care home license and get their GED later.

**FACT:** New applicants that apply for a child care home license and do not have a GED or high school diploma will have their license application returned as incomplete.

**MYTH:** A child care home license can be taken with you when you move to different location.

**FACT:** Child care home licenses are not transferable and cannot be sold. Licenses are valid only for the person whose name is listed as licensee and for the address listed on the license. Further, licensees who move and take CCDF voucher children must have the parents go to the Local CCDF Intake Office to have the vouchers reassigned to the new address.



**MYTH:** Maximum capacity and child to staff ratios really mean the same thing.

**FACT:** Maximum capacity means the most children you are allowed by your license to be onsite at any one time. Child to staff ratio means the most children allowed per staff person depending on the child's age. An easy way to remember this is; capacity is on the license, ratios are the kids and teachers.

**MYTH:** Syrup of Ipecac is no longer required to be in a licensed child care home.

**FACT:** That's right! If you have any please pour it out. The American Academy of Pediatrics (AAP) no longer recommends the use of syrup of ipecac to cause vomiting after swallowing something that may be poisonous. The Indiana State Department of Health, the IAP, and the AAP now recommend that child care homes and other facilities, that provide care for children, throw away their bottles of syrup of ipecac by pouring it down the toilet.

**MYTH:** The part of my home that I use specifically for child care is the part of my home that is licensed.

**FACT:** A child care home license represents a home or residence, it's address and the licensee(s) that applied for the license. The entire home is licensed not just a portion of it.

## I. MORE AUTOMATED PROCESSES TO ENSURE VOUCHER ELIGIBILITY

In order to make sure we use our voucher dollars in the most efficient manner, the Bureau of Child Care implemented automated processes to identify and terminate ineligible CCDF families. Letters are sent weekly to intake agents and CCDF Contract Centers to terminate families that are found to be ineligible for the CCDF program during the course of the annual CCDF Monitoring, the weekly QA process or weekly reviews by the Fraud Coordinator. This effort has been undertaken in conjunction with the Administration of Children and Families' initiative to reduce improper payments in the CCDF program nationwide.

Each of these processes has played a part in improving the Bureau's efforts to monitor policies and procedures and quickly take action to terminate ineligible cases. Reducing the chances of having ineligible cases on the program reduces the chances of improper payments which could result in paybacks or penalties to the Federal government. The Bureau believes these measures will help maximize services to eligible families and will continue to implement processes that contribute to this objective.

## J. AN UPDATE ON THE PROPOSED CHANGES TO THE HOME LICENSING REGULATIONS

The Bureau has been meeting throughout the summer with a committee comprised of home child care providers, state law makers, and a national child care regulations expert to draft proposed changes to the home child care licensing regulations. The committee held its final work group meeting on August 11. The proposed regulations

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will be available to the public early in November. Throughout November and December focus group meetings will be held statewide for question and answer sessions and comments on the proposed changes.

The proposed regulations are a result of many hours of discussion and debate and represent the recommendations of the committee. There are many more steps in the rule promulgation process that must be taken before any regulations are changed. The proposal is a draft and a work in progress. Please continue to operate under the current rule and regulations until you are notified that the changes are final and have been signed by Governor Daniels.

Check online in early November, on the Child Care Finder website <http://www.in.gov/fssa/carefinder/> for a copy of the proposed regulations and for the schedule of focus group meetings. Copies of the draft will also be available at your local Resource and Referral Offices. Please plan on reviewing the proposed changes and attending a meeting in your area. If you have any questions or concerns please contact Melanie Brizzi at [melbrizzi@yahoo.com](mailto:melbrizzi@yahoo.com) or 317-590-0585.